

POSITION DESCRIPTION

Volunteer Member Citizens' Foster Care Review Board Program

Duties and Responsibilities

Board members are responsible for:

1. The assessment of randomly selected cases of abused and/or neglected children in foster care within counties having review boards;
2. The compilation of findings based on the facts of each case reviewed; and
3. The formulation of specific recommendations based on the findings compiled.

The findings and recommendations from reviews are provided as advisory information to: the family division of circuit court, the Department of Human Services, private agencies, and other interested parties for each case reviewed.

Citizens' Foster Care Review Board volunteers review the selected cases to determine the extent to which the family division of circuit court, Department of Human Services, or contracted agencies are establishing and implementing permanent placement plans for foster children.

Citizens' Foster Care Review Board volunteers conduct reviews of cases selected in a two-stage process: reading written case materials and interviewing interested parties. Each month board volunteers read case materials sent prior to the meeting day and attend and participate in the fact-finding interviews scheduled with interested parties.

Each review board is composed of five citizen volunteers, including a chairperson and vice-chairperson.

The Citizens' Foster Care Review Board volunteers are expected to arrive at a decision regarding relevant case findings and recommendations through the process of group consensus. The method for conducting reviews is prescribed in the program's Handbook of Policies and Procedures. Program staff are also available as resource persons at each review.

Qualifications

Citizen volunteers should have demonstrated an interest in children and their welfare through: community services; professional experience; or possession of a background in social work, sociology, psychology, education, medicine, theology, law or a related human services field.

Review board members cannot be employees of juvenile court, the Department of Human Services, or any agency involved in the delivery of foster care services. Citizen volunteers must reside within the county of their local board.

Volunteers must be able to:

1. Read and comprehend various types of written case material; e.g., case narratives, psychological reports, etc.;
2. Communicate, listen to and talk with people from a variety of backgrounds;
3. Assess both written material and oral presentations to determine factual information; and
4. Attend the regularly scheduled review meeting each month on a weekday between 8:30 am and 5:00 pm.

Other

Volunteers with the Foster Care Review Board Program are reimbursed for expenses, such as parking, mileage, and luncheon costs, incurred in performing the duties related to conducting case reviews.

Volunteers must attend trainings and special meetings of the boards for educational purposes.